



CITY OF BOSTON

Mayor's Office of Consumer Affairs and Licensing

Boston City Hall, Room 817

Boston, MA 02201

THOMAS M. MENINO

Mayor

PATRICIA A. MALONE

Director

APPLICATION FOR A ONE-TIME ENTERTAINMENT LICENSE

I hereby request a license for entertainment to be maintained on the _____ floor of the premises known as _____ located at _____

_____. Said entertainment would take place during the following day(s) and time(s):

on _____ from _____ to _____

on _____ from _____ to _____

on _____ from _____ to _____

List the type of entertainment or athletic event planned (i.e. band, DJ, hockey game). Fully describe and list the name of the entertainers: (you may attach programs, promo flyers, etc.). _____

APPLICATION MUST HAVE SIGN-OFF BY DISTRICT POLICE STATION

APPROVAL RECOMMENDED: _____

DENIAL RECOMMENDED: _____

IF DETAIL RECOMMENDED, HOW MANY? _____ BPD AREA _____

COMMENTS: _____

APPLICANT MUST PROVIDE A COPY OF AN UPDATED **INSPECTION CERTIFICATE** AND **FIRE ASSEMBLY PERMIT** FOR THE EVENT FACILITY. APPLICATIONS RECEIVED WITHOUT SUCH CERTIFICATES MAY NOT BE PROCESSED.

PLEASE PRINT THE FOLLOWING INFORMATION

RENTER: _____

MGR. OF PREMISES: _____

TEL: (DAYTIME) _____

TEL: (DAYTIME) _____

ADDRESS: _____

ADDRESS: _____

SIGNATURE _____

SIGNATURE _____

DATE: _____

DATE: _____

PAYMENT MUST BE BY CERTIFIED CHECK OR MONEY ORDER ONLY
PAYABLE TO THE CITY OF BOSTON

TEL.: LICENSING DIVISION 617/635-4165 • CONSUMER AFFAIRS 617/635-3834 • FACSIMILE 617/635-4174

1. ADMISSION POLICY

- a. Is an admission fee or ticket being collected? YES NO Amount charged _____
- b. How is this event being advertised or promoted? (radio stations, flyers, newspapers, etc.) _____
- c. List expected attendance _____
- d. What age group do you expect to be attending? _____
- e. What is your admission policy for patrons under 21 years of age? _____
- f. Will you be serving alcohol? YES NO
- i. Will you be using the premises' liquor license? YES NO
- ii. Will you be applying for a special liquor license from the Boston Licensing Board? YES NO
- iii. Which will you be selling/serving (please circle) BEER & WINE
FULL LIQUOR
- iv. What precautions will you take to make certain that minors are not served alcoholic beverages?

2. SECURITY PLAN

- a. Who will be in charge of security? _____
- b. How many security personnel? _____
- c. How will they be identified? _____
- d. What will their duties be? _____
- e. Additional security measures? _____

3. FIRE / SAFETY

- a. Are you using pyrotechnics (smoke/fog machines, etc)? YES NO
- Please describe and submit the Special Fire Permit needed to utilize these pyrotechnics: _____
- _____
- b. Are you bringing in draperies, decorations, etc? YES NO
- If yes, please describe and submit special fire permit: _____
- _____